

Report for Week Ending 27 June 1956
from
PROJECT STAFF

Projects 4-83, 4-96, 5-59, 5-60, 5-68

No change from previous report.

Project 4-84 - Vital Materials Microfilm Project

Microfilming of Vital Materials in ORR continues. This project will be completed on Friday 29 June. Microfilming of the Estimates file filmed by ORR personnel, has been completed.

Microfilming of OCR/BR dossiers continues.

Project 6-37

The survey of the Physical Security Division has been completed. The Agency filing system was installed throughout and 73 cu.ft. of records were destroyed or retired (equivalent of 9 safe cabinets). Several other recommendations were approved and will be implemented by the Division.

General Information

25X1A9a Mr. [REDACTED], ORR/Economic Defense Division accompanied last weeks trip to the repository. A check of their holdings disclosed that material representing five transmittals made in February, were not in file and the repository had no record of their receipt.

Thru meetings with the Executive or Administrative officers of the DD/S components, Record Liaison officers to serve during the pending emergency exercise, have been designated for OP, OT, Comptroller, Security Office and Medical Office. In a meeting with Mr. [REDACTED] and subsequently 25X1A9a with the DD/I VM committee, the need for such representatives from each office was presented but no designation has yet been made.

I attended the second meeting of the Committee established to recommend standard furniture for the new building.

25X1A9a Miss [REDACTED] of the Office of the DD/S has requested that a review be made of the Mail Control-Routing system installed by Mr. [REDACTED] approximately 25X1A9a a year ago. The purpose of the review is to consider reassignment of some of the responsibilities involved.

25X1A9a In a meeting with Mr. [REDACTED] of RI/FI to coordinate our VM operations, we were informed that he had no knowledge of any planning in the DD/P area for the pending emergency operation. He felt that we should probably contact the staff which will have responsibility for planning the exercise.

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The survey of the Procurement Division file has been completed. A memorandum from the Chief of the Division states "We anticipate that the change in procedures will result in savings in man hours and the elimination of six (6) filing cabinets at a total approximate cost of \$600.00".

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